



INSTITUTIONEN FÖR SOCIOLOGI OCH ARBETSVETENSKAP

Rules and Procedures for Postgraduate Studies

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The Department of Sociology and Work Science conducts postgraduate studies in two subjects: Sociology (a specialisation in Science and Technology Studies included therein) and Work Science. At the department, there are also doctoral students who have been admitted to the third-cycle subject area Social Science with an orientation towards Educational Science. This subject area is part of the Educational Sciences Graduate School at the Centre for Education Science and Teacher Research (CUL).

University-wide, postgraduate study rules and regulations based on Sweden's Higher Education Act and Higher Education Ordinance are compiled in *Rules and Regulations for Third-cycle Studies at the University of Gothenburg – Rules for doctoral students*. For doctoral students supervisors, the primary purpose of this document, *Rules and Procedures for Postgraduate Studies*, is to clarify whom they are to contact in respect of various issues and which rules and procedures apply at the department. Thus, it is important that doctoral students and supervisors also read the university-wide rules and regulations.

The positions at the department listed below are held by the stated persons:

Vice head of research and postgraduate studies: Emma Engdahl

Director of postgraduate studies: Cecilia Hansen Löfstrand

Postgraduate studies administrator: Anna-Karin Wiberg

Human resources officer: Anna-Karin Wiberg

Purchase and travel administrator: Pia Jacobsen

Chair of ÄG, the doctoral student collective: Josefin Persdotter

1. Who is responsible for what

Head of department

Decides on:

- Admission to third-cycle study courses and programmes (on preparation of the case by the Department Council and the Drafting Committee for Research and Postgraduate Studies).
- Grants leave of absence for doctoral students (in accordance with the University of Gothenburg's *Rules and Regulations for Third-cycle Studies*).
- Extension of postgraduate study period due to departmental duties (including, for example, teaching and administration). In accordance with the University of Gothenburg's *Rules and Regulations for Third-cycle Studies* (§ 11.3) and the Higher Education Ordinance (1993:100 § 5.2), this "may not exceed 20% of a full-time position across the study period (i.e. 1,700 hours over 4 years = an extension of one year).
- Final approval of individual study plans.

Vice head of research and postgraduate studies

Chair and convener of the Drafting Committee for Research and Postgraduate Studies and the department's representative on the faculty's Preparatory Committee for Research and Third-cycle Study Courses and Programmes (BFF). Reports to the head of department. Responsible for the department's strategic work within the area of research and postgraduate studies. Responsible for issues related to research and postgraduate studies being forwarded, where relevant, to the department's communications officer and the website. On delegation by the head of department, the vice head decides on (in accordance with the department's Delegation of Authority Policy, 10 Nov 2015):

- Transferring credits in respect of tests in third-cycle study courses and programmes.
- Appointing supervisors (principal supervisors, second supervisors and, if necessary, substitute supervisors) for doctoral students.
- Appointing reviewers of licentiate theses.
- Monitoring and approving individual study plans (in the role of doctoral examiner in cases where the director of studies is a supervisor).

Additionally, the vice head is responsible, in collaboration with the BFF, for planning and preparing admission to postgraduate studies.

Director of postgraduate studies

On assignment by the vice head of research and postgraduate studies, the director of study plans, administers and monitors third-cycle study courses and programmes and reports back to the vice head of research and postgraduate studies.

- Prepares and monitors general syllabuses.

- Monitors and approves individual study plans (in the role of doctoral examiner)
- Prepares, in collaboration with the BFF, postgraduate course syllabuses/changes to course syllabuses.
- Plans the order of courses and appoints course coordinators for the upcoming academic year.
- Collects written course evaluations from third-cycle courses.
- Plans and convenes meetings of the Supervisors' Colloquium.
- Is the doctoral students' contact person on issues related to postgraduate courses, supervision and progress in the writing of the thesis.
- Coordinates thesis proposal seminars, midway seminars and final reviews in respect of thesis manuscript (see appendix *Guidelines for reviewing thesis manuscripts*).
- Holds performance reviews with doctoral students.
- Plans the introduction of newly admitted doctoral students.

Drafting Committee for Research and Postgraduate Studies

Assembles all the department's professors and the director of postgraduate studies.

- Drafts programme and course syllabuses for the Department Council.
- Prepares and submits postgraduate study admission proposals for decision by heads of department.
- Prepares strategies for research and postgraduate studies.
- Monitors goals and strategies for research and postgraduate studies.
- Drafts responses to documents circulated for comment in the area.

Supervisors' Colloquium

The Supervisor's Colloquium is a collegial forum for pedagogic and constructive discussions centred on general supervision issues. It is convened by the director of postgraduate studies and assembles all postgraduate study supervisors.

The procedures and rules set out below under headings 2 – 11 apply at the Department of Sociology and Work Science in accordance with decision of the head of the department 4/6 2014 (ref. V 2014/525).

2. The general syllabus

The general syllabus regulates entry requirements, content, structure and learning outcomes for the research education. It is the basis of each doctoral student's individual study plan. The latest general syllabus for Sociology and Sociology with a specialisation in Science and Technology Studies was adopted by the Faculty Board of Social Sciences on 7 Jun 2013 and revised by it on 3 Dec 2018. The latest general syllabus for Work Science was adopted by the Faculty Board of Social Sciences on 7 Jun 2013 and revised by it on 13 Dec 2018. CUL doctoral students study in accordance with the general syllabus for Social Science with orientation towards Educational Science adopted by the Committee of the Faculty of Social Sciences on 30 Feb 2008 and revised by the board on 20 Mar 2014.

If doctoral students have been admitted under earlier general syllabuses than the above, then, for example, course components and compulsory course credits may be different from those in the latest general syllabuses. If supervisor and doctoral student agree to switch general syllabus to the most recently adopted, there are no formal obstacles to this. If they do not agree, the general syllabus under which the doctoral student was admitted applies. Switching of general syllabus shall be recorded in the individual study plan.

3. The individual study plan

An individual study plan (ISP) shall be ratified no later than 2 months after admission. ISPs shall be updated annually. This entails a recurring opportunity to plan for and evaluate the entire third-cycle study period and the supervisor relationship. In this discussion, do not hesitate to use “Documentation for evaluation of the supervisor relationship” (appendix). Updated ISPs are essential for the department to be able to react promptly and provide the necessary support if the rate of study is not as planned.

In consultation with the doctoral examiner, each ISP is to be jointly updated by the doctoral student and supervisor. Each year, a revised and signed ISP shall be submitted to the postgraduate studies administrator no later than 15 October. For doctoral students with digital ISPs, the equivalent shall be signed, by the same date, in the ISP system.

- Supervisor and doctoral student are responsible for the individual study plan being discussed and updated with the doctoral examiner once a year before the stated date.
- Postgraduate studies administration is to compile details of the updated ISPs (admission date, level of activity, departmental duties, awarded course credits, scheduled date of defence of doctoral thesis, etc.).

4. Postgraduate courses

The course component as well as compulsory and elective courses are regulated by the general syllabus in each subject.

The courses to be given in Sociology and Work Science are planned on a two-year basis. See the website for current courses and contact the director of postgraduate studies for information about course planning developments.

An “individual undertaking” is a credit-attracting element that, although it is part of the doctoral student’s research education, does not have a course syllabus. An individual undertaking relates to one (1) doctoral student on one (1) occasion and is designed by the supervisor in accordance with the adopted administrative procedures. The administrative procedures and template for documentation of the individual undertaking are available at the department’s website.

5. Seminars

All of the doctoral students at the department shall actively participate in the Public Seminar. Participation in any of the department's other seminar series is encouraged. Each doctoral student is to record planned and completed seminar participation in his/her ISP, i.e. which seminar(s) and scope of involvement. At least once a year, each doctoral student shall present his/her thesis work at a seminar. Seminar participation is also regulated in the general syllabus (Sociology, Sociology with a specialisation in Science and Technology Studies, and Work Science) which states that each doctoral student is expected to present his/her work at the Public Seminar on at least three occasions.

- The thesis proposal (thesis plan) is to be presented no later than three months (effective time) after admission.
- The midway seminar (thesis manuscript) takes place after half the study period.
- The final review (thesis manuscript in its entirety) takes place 3 – 6 months before the planned defence of doctoral thesis.

The general syllabus states the points of time for the above-mentioned seminars. For all the above seminars, doctoral student and supervisor are responsible for: contacting the seminar coordinator to book a time for each seminar; consulting on suitable commentators/reviewers; ensuring the director of studies is fully aware of the foregoing; and, disseminating information and documentation for the seminar.

Procedures for the thesis proposal seminar include the doctoral student and supervisor, in consultation with the director of postgraduate studies, approaching possible internal commentators (preferably a researcher with a doctoral degree and a doctoral student).

Midway seminar procedures: In accordance with the general syllabuses, the commentator may be internal or external.

Final review procedures: There are guidelines for reviewing theses at final reviews (see appendices).

There is a template for hourly remuneration of commentators and reviewers at the above seminars. Contact the postgraduate studies administrator for the current hourly rates.

CUL doctoral students follow the same procedures as those stated above for the general syllabus in Sociology.

Thesis proposal, midway seminar and final review take place in the Public Seminar. Presentation of ongoing thesis work that is not a thesis proposal, midway seminar or final review can advantageously take place in the specialised seminar series that the doctoral student has chosen to follow.

6. Supervision

Two supervisors (a principal supervisor and a second supervisor) are to be appointed for each doctoral student. The principal supervisor shall: be employed at the Department of Sociology and Work Science; have at least qualifications as Associate Professor (Docent); and, have undergone supervisor training. The second supervisors shall be linked to the University of Gothenburg by employment or an assignment contract.

After consultation with the vice head of department, doctoral student and envisaged supervisors, the director of studies nominates supervisors. The decision on supervisors is taken by the vice head of research and postgraduate studies (in accordance with the department's Delegation of Authority Policy of 10 Nov 2015). A description of supervisor and doctoral student undertakings as well as documentation for evaluation of the supervisor relationship are available (see appendices). A detailed description, checklists covering what supervisors are expected to do and the department's pedagogic and administrative support for supervisors are available on the staff pages.

Each doctoral student is entitled to a total of 400 supervision hours throughout the study period. Hours are to be divided between principal supervisor and second supervisor as agreed by the supervisors (see the appendix with example models for supervision by seconds or assistants). The principal supervisor is responsible for reporting (in advance) the division of hours to the finance administrator.

7. Doctoral examiner

On admission, a doctoral examiner is to be appointed for each doctoral student.

The doctoral examiner shall be at least an Associate Professor (Docent) and employed by the University of Gothenburg. Neither principal supervisor nor second supervisor may be the doctoral examiner. The doctoral student's doctoral examiner shall be stated in the individual study plan.

In consultation with supervisor and doctoral student, the doctoral examiner shall draw up and revise the individual study plan and participate in the monitoring of studies. After consulting with the doctoral student and principal supervisor, the doctoral examiner is to approve the individual study plan. This is then to be ratified by the head of department. On a proposal from the head of department, the dean decides who may be doctoral examiners. The dean can grant exemption from the requirement that the doctoral examiner shall be at least an Associate Professor (Docent).

In our department, the main principle is that the director of postgraduate studies is the doctoral examiner for those doctoral students for which said director is not a supervisor. In the cases where the director of postgraduate is the supervisor, the vice head of department is normally the doctoral examiner.

8. Employment and salary

The department admits doctoral students who are fully financed. This often entails an employment as a doctoral student at the department. Salary is set in accordance with the doctoral student pay scale. Before any progress up this pay scale, the doctoral student and supervisor shall consult with the director of postgraduate studies and ensure the coordination

of principles for scale progression. Any rise up the pay scale is to be discussed at the annual update of the ISP.

9. Expense funds

There is a formal requirement for doctoral students to be internationally active. For this to be possible in practice, the director of postgraduate studies can grant funds of up to SEK 60,000 for each doctoral studentship. Doctoral students are not automatically entitled to use the funds. Fund use shall be approved by supervisors and decided on by the director of studies (as per the IS decision of 23 Mar 2012 and applying as of 1 Jul 2012).

For CUL doctoral students, the department is to provide the sum corresponding to the difference between SEK 60, 000 and the direct funding from the CUL Graduate School.

Being active internationally can be accomplished both abroad and on home ground. Funds can be used for various activities throughout the study period (e.g. language reviews and conference trips). Literature purchases can only be approved in exceptional cases (e.g. if it is course literature for an international postgraduate course or hard-to-obtain literature).

For each purchase, the doctoral student shall complete a travel order. This shall be signed by the director of postgraduate studies and then submitted to the purchase administrator (see the appended Quick guide to travel).

10. Departmental duties and leave of absence

The Higher Education Ordinance (HF § 5.2.) enables departments to require doctoral students to undertake departmental duties (e.g. teaching and administration). Said duties may not exceed 20% of the studentship. (Cf. § 11.3 of the University of Gothenburg's *Rules and Regulations for Third-cycle Studies*.) Thus, for the Department of Sociology and Work Science, this is no more than 1700 hours of departmental duties per 4-year doctoral studentship. Departmental duties shall result in a corresponding extension of the study period. As a standard recommendation to supervisors and doctoral students, departmental duties should not exceed 40% of the studentship in any semester (i.e. 340 hours in a full-time studentship). In addition to the above, the doctoral studentship may, in accordance with the *Rules and Regulations for Third-cycle Studies*, be extended where the doctoral student takes on a position of trust or student union work.

After consultation with supervisors and the director of postgraduate studies, all departmental duties shall, before implementation, be approved by the head of department via ratification of the individual study plan. The director of postgraduate studies shall seek to: take each doctoral student's interests into account in the planning of teaching in first-cycle courses and ensure that such departmental duties comply with the Higher Education Ordinance (HF § 5.2.) and the University of Gothenburg's *Rules and Regulations for Third-cycle Studies* (§ 11.3) in that "Departmental duties may not have a negative impact on the research education and may not exceed 20 per cent of a full-time position over the entire study period".

Postgraduate studies shall be full-time. If there are special reasons, the head of department may grant leave of absence of no more than 50% of a full-time position. Under other legislation or agreements (e.g. Sweden's Parental Leave Act), doctoral students may be

entitled to more leave of absence. Granted leave of absence gives rise to an extension of the study period.

Doctoral students whose mother tongue is not Swedish are encouraged to learn Swedish. As an element in this process, the department has adopted a policy entailing that, over the study period, the head of department is to grant leave of absence of up to 20% of a full-time position.

11. Defence of doctoral thesis

The rules around defence of doctoral thesis and notification (“nailing”) of the date of defence of doctoral thesis are available on the faculty’s website:

<https://medarbetarportalen.gu.se/samfak/doktorander/disputationsinformation/>.

The principal supervisor is responsible for:

- Consulting with the doctoral student, director of studies and postgraduate studies administration on the date of the defence, the external reviewer and members of the examining committee. Praxis is that the internal reviewer who was in the review committee at the final review is to be included in the examining committee. According to the department’s drafting committee for research and postgraduate studies (memoranda of 10 Feb 2015), external reviewers of the thesis manuscript at the midway seminar or final review should not be proposed as members of the examining committee.
- Submitting proposals for date of defence of doctoral thesis, external reviewer and members of the examining committee to the vice head of research and postgraduate studies.
- Contacting envisaged external reviewer and members of the examining committee as well as investigating, in accordance with current principles, any conflicts of interest.

The vice head of research and postgraduate studies is responsible for:

- Submitting the defence of doctoral thesis request to the dean (who decides thereon).
- Proposing and contacting envisaged chairs for the defence of doctoral thesis.

The postgraduate studies administrator is responsible for:

- Making bookings and communicating the details thereof to those concerned – booking of venue, travel, hotels, lunch with the examining committee’s members, etc.
- Ensuring that remuneration for external reviewers at licentiate seminars and defences of doctoral theses is paid.

The doctoral student is responsible for:

- Maintaining contact with the purchase administrator (who is to get quotations from printing companies).
- Layout of the thesis manuscript (cover included therein) – templates for notification of submission of a doctoral thesis and for layout are available from the purchase administrator.
- Appending, in the thesis manuscript, an up-to-date list (available from the postgraduate studies administrator) of all the department’s theses.

- Booking a printing date with the printing house (2 months before “nailing” is recommended for making said booking).
- Submitting the manuscript to the printing house (1 month before “nailing” is recommended).

12. Further information

University-wide *Rules and Regulations for Third-cycle Studies* and other information are available at:

<http://www.doktorand.gu.se/>.

<https://samfak.gu.se/forskarutbildning/regler-och-riktlinjer>.

SUPERVISOR AND DOCTORAL STUDENT UNDERTAKINGS

1. *What can doctoral students expect of supervisors?* In

general that a supervisor:

- Provides supervision to the extent financed by the department (for both supervisors, a total of 400 hours across four years, i.e. 100 hours a year when full-time, without extension). Said time also including the supervisor's preparation ahead of supervision.
- Is familiar with the doctoral student's thesis work and complies with the agreements made with the doctoral student.
- Reviews the doctoral student's work constructively (giving both oral and written feedback) and documenting how supervision is progressing (for safety, in case something should happen to a supervisor – alternatively, supervisor and doctoral student can agree that the doctoral student is to take notes and, a few days after each supervisor meeting, retransmitting these as “minutes”).

More specifically, that a supervisor:

- Is involved in planning the individual study plan and ensures that the doctoral student starts the work and has clear tasks at the beginning of his/her doctoral study period.
- Helps to demarcate the thesis subject and plan the thesis work (choice of methods, materials and theories, as well as methodical performance and analysis, included therein) and recommends literature relevant to the thesis work.
- Carries out an annual evaluation of the supervisor relationship.
- Helps with completing and reviewing the doctoral student's individual study plans.
- Aids the doctoral student's planning when compulsory and elective courses have to be chosen and discusses appropriate elective courses for the doctoral student.
- Discusses the doctoral student's teaching undertakings and wider issues critical to his/her career.
- Is enthusiastic and encourages the doctoral student in his/her work, helps create a good work environment and stimulates the doctoral student's independence.
- Encourages the doctoral student to participate in international conferences and courses and helps to establish contacts and introduce the doctoral student into Swedish and international research networks.
- Takes responsibility for the doctoral student being introduced to writing academic articles.
- Recommends funds and helps with applying for finance (for conference trips, travel for empirical purposes, etc.) throughout the study period.

2. *What can supervisors expect of doctoral students?* That

the doctoral student:

- Adheres to the plans and agreements decided on with supervisors.
- Writes regularly and allows supervisors to study what has been written.
- Comes prepared to supervision sessions (i.e. has submitted input in good time).
- Is honest with supervisors about what has and has not been done concerning the thesis work.
- Maintains contact with supervisors and informs them of breaks due to holidays, illness or parental leave.
- Takes the initiative in arranging supervision when so required and makes it clear to supervisors what one needs help with and what one's expectations are in regard to what supervisors are to do.

EXAMPLES OF MODELS FOR SUPERVISION BY ASSISTANT SUPERVISORS

Flexible model: The assistant supervisor's input is decided from case to case depending on need and expertise. This may be done on a one-year basis with a follow-up evaluation.

Assistant supervision in abeyance: At the beginning, there is a single, clear, principal supervisor, perhaps with an inactive assistant supervisor functioning as a stand-in with whom no costs are associated, but who may step in after a year or two (either 50-50 or, to help with more specific tasks, 80-20).

Predetermined pool: There are fixed amounts of time and money that can be drawn on for special supervision in theory or methodology. On top of this, there is a pool that can, e.g., be used for certain quantitative/qualitative analyses. Some students may need special supervision in academic writing.

Overlapping supervision: To start with, there is an experienced principal supervisor and a less experienced assistant supervisor, with the goal that the person who starts as an assistant supervisor will eventually take over as the principle supervisor.

DOCUMENTATION FOR EVALUATION OF THE SUPERVISOR RELATIONSHIP

Annually, as an element of supervision, the principal supervisor and doctoral student shall jointly evaluate the supervisor relationship. The form and date of evaluation shall be jointly decided by both parties. However, it is important that the individual study plan states that evaluation has taken place. This shall be done by noting “supervisor relationship evaluated” in the “Supervision Table”. The questions below are intended as inspiration for what can be dealt with in the evaluation.

1. What, over the past year, has worked well in supervision:

- From the doctoral student’s perspective?
- From the supervisor perspective?

2. Which supervision input does the doctoral student require more of in the coming year:

- From the doctoral student’s perspective?
- From the supervisor perspective?

3. How is communication with, and work allocation between, principal and assistant supervisor functioning:

- From the doctoral student’s perspective?
- From the supervisor perspective?

4. What, over the past year, has not worked so well in supervision:

- From the doctoral student’s perspective (as regards both supervisor and own input)?
- From the supervisor perspective (as regards both supervisor and own input)?

5. What can be done to reinforce the good and avoid the less good elements in supervision?

Guidelines for doctoral theses and licentiate theses

The following guidelines for doctoral theses and licentiate theses apply at the Department of Sociology and Work Science (embodied in the department's BFF of 15 Dec 2015)

In accordance with the rules that the Higher Education Ordinance sets out for doctoral and licentiate degrees, both of these shall be defended in, respectively, a public defence and a public seminar.

Theses shall be: based on independent research work; and, of good international academic standard. The format can be either a uniform, cohesive work (monograph thesis) or a compilation of academic papers (compilation thesis).

A compilation thesis shall contain at least three articles, the doctoral student being the lead author of at least two of these. At least one of these should be peer-reviewed and accepted. The number of articles can be increased to 4 – 5 if the doctoral student is not the lead author of at least two of the articles. Such an increase may also be allowed for other reasons.

Details of work division in co-authored monographs or in compilation theses (regarding all co-authored papers) shall be appended to the thesis.

The summarising chapter is an essential component of a compilation thesis. Its function is to frame the articles in a wider academic context and show the relationships between them. The summarising chapter shall contain the same basic elements as a monograph thesis: theory, previous research, methods, problematisation, results, analysis and summary.

A licentiate thesis shall contain at least one article and a summarising chapter, the licentiate student being the lead author thereof. Said article does not need to have been published at the time of the defence. Requirements in respect of the summarising chapter are markedly lower than they are for a doctoral thesis. Content may possibly be reviewed on a case by case basis as a function of what, in is present and what is absent in the article in regard to its relationship to the wider research field, theory and previous research. Licentiate theses must not be printed.

If the thesis is written in a language other than Swedish, there must be a Swedish summary. If the thesis is in Swedish, there must be an English summary.

Appendix 3. Induction of doctoral students

First working week

Workplace induction

- HR matters, room, IT, etc.
- Building tour/presentation of colleagues.

Supervision and introduction to fellow doctoral students

Supervision

Formally, supervisors shall have been appointed no later than one month after admission.

Doctoral student contact

A doctoral student is to be appointed as the newly admitted doctoral student's contact person. Said contact person is responsible for ensuring that the newly admitted doctoral student becomes a part of the social environment and is introduced to the doctoral student collective. The contact shall also be available to answer questions.

First working week in which all new admittees are assembled

Review of postgraduate studies at the department: full day

- Rules, procedures and content of the study courses and programmes.
- Appointment as a doctoral student.
- ÅG doctoral student, (chair).
- Lunch together.
- The department in general and research at the department (vice head/head of department).
-

First half year/semester

- Drawing up of individual study plan (ISP) no later than 2 months after admission.
- Presentation of thesis proposal at a seminar, 3 months after admission.

First year

- Introduction to postgraduate studies.
- Status checking meeting between doctoral student/supervisors/ director of studies and revision of ISP after one year (thereafter, at least once a year).

GUIDELINES FOR REVIEWING THESIS MANUSCRIPTS: FINAL REVIEW

Purpose

The purpose of the review is to assure the quality of the doctoral student's thesis manuscript. The review shall result in constructive, ameliorative views that contribute to a satisfactory outcome at the defence of the doctoral thesis. Review involves an open final review and an internal review committee.

Choice of reviewer

After supervisors and doctoral student have discussed the matter, the director of postgraduate studies, in consultation with the supervisors, selects suitable reviewers. Two reviewers (normally one internal and one external) are appointed, based on subject expertise. The reviewers should be at least associate professors (Docent). Both sexes should be represented on the review committee (internal reviewer, supervisor and any assistant supervisor).

Final review

Three to six months before the planned defence of doctoral thesis, the thesis manuscript shall be dealt with at a public final review. By the time of the final review, the internal reviewer shall have reviewed the manuscript in its entirety. However, it is the external reviewer's comments that are to be in focus during the final review seminar.

Written comments and re-review

Immediately after the final review seminar, the review committee, in dialogue with the doctoral student, is to take a position on the external reviewer's comments and any other comments emerging at the final review seminar. The internal reviewer is to submit written comments shortly after the final review. A distinction is made between manuscript changes that *must* be implemented before the thesis can "go forward" to a public defence and changes that the doctoral student *is recommended* to take into consideration. If possible, the entire review committee should back any requests. If the internal reviewer requires certain corrections in the manuscript, there is to be a re-review. The doctoral student is to clearly detail where corrections have been made. Once the manuscript has been re-submitted to the reviewer, re-review should not take more than one month.

Quick guide to travel – doctoral students

Any travel on official business shall always be supported by a supervisor and decided in consultation with:

- The director of postgraduate studies (when expenses are to be claimed against an internationalisation fund).
- The project manager (where expenses are to be claimed against funds for an external project).
- The head of department (all other cases).

Complete a travel order, submit it to the appropriate person above (director of studies/project manager/head of department) for approval and then to the administrator who books travel. As far as possible, all planned expenses shall be stated on the travel order.

https://medarbetarportalen.gu.se/digitalAssets/1664/1664361_reseorder-besta--lning--171115.pdf

Booking procedures

Domestic and foreign travel and accommodation is always to be booked via a purchase administrator and after submission of a signed travel order. This also applies to field trips (including those made using public transport or, by necessity, car). To discuss individual solutions, contact the purchase administrator. Conference fees are also to be paid via an administrator.

Tickets bought through the university's travel agency (framework agreement) come with insurance that, in brief, covers:

Public transport delays of more than 4 hours.

Luggage delays of more than 6 hours (not when travelling homeward), the excess in the event of damage to car or home when travelling abroad. Injuries sustained in accidents.

Travel cancellation.

Foreign travel and insurance

Before travelling abroad, a European Health Insurance Card should be obtained. See www.fk.se, which also gives information on, amongst other things, the countries in which the card is valid and medical care agreements with other countries.

The card is valid for three years. Other provisions apply to travel outside the EU.

Anyone travelling to non-Convention countries should obtain a Swedish State Business Travel Insurance Certificate from Kammarkollegiet (Sweden's Legal, Financial and Administrative Services Agency). By enabling medical facilities to immediately check that there is an insurance policy covering the costs, the purpose of the certificate is to ensure rapid access to emergency medical care. The Kammarkollegiet insurance certificate can be obtained from a purchase administrator. Terms and conditions are available at www.kammarkollegiet.se. Home insurance does not apply to travel on official business.

Subsistence allowance

When completing a travel order, whether or not a subsistence allowance is to be paid can be discussed with director of studies/project manager/head of department. Main principle: no one shall be obliged to incur extra private costs while travelling on official business. However, neither should a subsistence allowance be claimed unnecessarily. A subsistence allowance is only to be claimed if it covers actual outlay (as receipts are not reported for a subsistence allowance, this must be kept track of personally) and is reasonable with regard to the purpose of travel. If said purpose is networking with other doctoral students and researchers, certain expenses (e.g. lunches) may be justified. This does not mean that a full subsistence allowance is always justified. Long trips abroad may also entail unforeseen extra costs that are difficult to avoid. Assessments must be made on a case by case basis.

Personal outlay

Shall be avoided – travel expenses are to be registered via Primula no later than 1 month after completed travel. Attach tickets, receipts and similar for costs that are to be covered from funds administered by the University of Gothenburg. Attach also programmes, invites or similar setting out the purpose of travel and any conference dates.

Read more at <https://medarbetarportalen.gu.se/service-stod/for-arbetsgivare/personaladministration--rutiner-och-checklistor/resor/resehandbok/>.